

Employment Opportunity: Sustainability Planning Internship

The Cambridge Community Development Department is seeking an Intern to provide data research and GIS support. The intern will primarily work on collecting, cleaning, and mapping data for tasks related to the City's certification through the STAR Community Rating System, a sustainability inventory program. Learn more about STAR Communities here:

<http://www.starcommunities.org/>

The successful applicant must have ability to evaluate and integrate disparate sources of data. Familiarity with the data resources found on the web sites of Federal and State statistical agencies is helpful. Working knowledge of ArcGIS software is highly valued. Experience with ESRI Network Analyst and/or Community Analyst helpful.

Software tools with which the intern should be fluent in include ArcGIS and Microsoft Office programs (Excel, Outlook, Access, and Word). A desire to learn and adopt new software tools is encouraged.

This position may require field work to collect or verify data. Successful candidates should be able to navigate Cambridge streets and sidewalks to complete data collection tasks

JOB REQUIREMENTS: Minimum qualifications for the position include the following:

- Knowledge of ArcGIS is essential, including the preparation of maps for use in publications, presentations and on web sites;
- Experience using Microsoft Office programs – Excel, Outlook, Word and Access
- Ability to research data and GIS related topics;
- Ability to communicate technical information to non-technical audiences;
- Ability to work independently;
- Ability to navigate Cambridge streets or sidewalks to collect or verify data in the field;
- Excellent visual presentation skills;
- Excellent oral and written communication skills; and
- Education or experience in planning or related field desirable.

Hours: Up to 15 hours per week, to be arranged. Hours must fall during regular City of Cambridge working hours. CDD offices open at 8:30 A. M. Monday through Friday. They close at 8:00 P. M. on Monday, 5:00 P. M. on Tuesday through Thursday, and Noon on Friday.

Duration: Through December 2015, depending on availability of funding. Employment period may be extended, depending on future funding and abilities.

Salary: \$14.95/hour, depending on experience. No benefits offered.

Applications: Please send resume and cover letter by to:

Tracey Joyce
Cambridge Community Development Department
344 Broadway
Cambridge, MA. 02139

Resumes can be emailed to tjoyce@cambridgema.gov or FAXed to 617/349-4669.

Work samples might be requested at the time of an interview.

Application Deadline: Until position filled.

The City of Cambridge is an equal opportunity affirmative action employer. Voluntary information as to minority status, gender and income welcomed. Cambridge residents are encouraged to apply.